

Running Fixed Asset Reports in Visions

Use this screen to select an asset report you want to print. If your DAC does not have the FA central site attribute, the system automatically filters the reports to just those assets assigned to your DAC.

1. To limit the content of the report, you can specify a mask for the accounts to be included in the report in the **Account Code Criteria** field. You can also use an account alias, if defined. The default is to include all accounts.
2. Use the **From Date** and **To** fields to specify a date range for your report. You can cross fiscal years for reports if needed. Type the beginning date for the report in the **From Date** field. Type the last date to include in the report in the **To** field.
3. If you want to report assets by the fiscal year of purchase instead of by the purchase date, use the drop-down list to select the **Fiscal Year**.
4. Click **Temporary Tags Only** if you want the report to include temporary tags only.
5. In the **Report Type** field, click to select the report you want to print. Filter the report by account code criteria, fiscal year, or run the report for temporary tags only:
 - Listing of Fixed Assets
 - Disposed Assets (for all fiscal years; **Fiscal Year** field does not apply to this report).
 - Assets Missing Account Codes
 - Listing of Non-Fixed Assets
 - Assets with Split Codes
 - Listing of Fixed and Non-Fixed Assets
6. Select the **Page Break by Location** option to have the report start a new page for each location.
7. Select the **Page Break by Category/Subcategory** to have the report start a new page for each category.

The screenshot shows the 'Asset Reports' dialog box with the following sections:

- Selection Parameters:**
 - Account Code Criteria: ????.????.????.????.????.????.????
 - From Date: [date picker] To: [date picker]
 - Inventory Date: [date picker] To: [date picker]
 - Purchase Date: [date picker] To: [date picker]
 - Fiscal Year: [dropdown menu]
 - ☐ Temporary Tags Only
- Report Type:**
 - ☒ Listing of Fixed Assets
 - ☐ Listing of Non-Fixed Assets
 - ☐ Disposed Assets
 - ☐ Assets with Split Codes
 - ☐ Assets Missing Account Codes
 - ☐ Listing of Fixed and Non-Fixed Assets
- Report Options:**
 - ☐ Include Inventory Date
 - ☐ Include Voucher #
 - ☐ Include Received Date
 - ☐ Include PO #
 - ☐ Include Purchased Date
- Page Break:**
 - ☐ By Location
 - ☐ By Category
 - ☐ By Subcategory

Buttons at the bottom: OK, Cancel, Help.

Note: The listing of the Non-Fixed Assets will give you the Stewardship items.